

GENERAL NOTES

GENERAL INFORMATION

- 1.1 The following list of general notes is intended to set a quality standard and an expectation of reasonable care to be exercised when working on projects at Columbia University. It is not intended to take the place of the Design Consultant's general notes, nor does it relieve the Consultant's obligation for completeness and coordination of all information contained in the drawings and specifications.
- 1.2 The following General Notes shall be included in all CU Project Drawing sets. Any notes that, in the opinion of the Consultant are inappropriate for the project shall be brought to the attention of the Project Manager for resolution.

DESIGN REQUIREMENTS

- 2.1 All work shall be done in accordance with the rules, regulations and procedures of the Columbia University ("Contractor Work Rules" included in the Bid Package) and in accordance with the CUF Design Requirements.
- 2.2 The general notes contained herein are part of the plans and specifications and are to be complied with in all respects. More restrictive notes located elsewhere in the contract documents are to take precedence over those listed below.
- 2.3 The best trade practices and governmental authorities having jurisdiction over the work including, but not limited to, New York City DOB, the Board of Fire Underwriters, the New York City fire department and OSHA shall apply.
- 2.4 Prior to the commencement of the work Contractor shall secure all required permits, approvals, etc. from all respective departments, agencies, commissions etc. having jurisdiction and submit one (1) copy of such to the CUF Project Manager.
- 2.5 Contractor shall be responsible for the protection of and safety in and around the Jobsite and adjacent properties. Provide and maintain protective flooring along traffic route for interior deliveries, using hardboard taped and secured to floor or other means acceptable to Owner. Protect all existing work from damage or soiling for the duration of the project. Any damaged or soiled items shall be restored to "like new condition" at no cost to the Owner.
- 2.6 Except for the area under construction, Owner will occupy site and existing building(s) during entire construction period. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform work so as not to interfere with Owner's day-to-

- day operations. Maintain existing exits unless otherwise indicated. Notify Owner not less than 5 working days in advance of activities that will effect Owner's operations.
- 2.7 Owner reserves the right to occupy and to install furniture and equipment in completed portions of the Work prior to substantial completion of the Work. Such placement and limited occupancy does not constitute acceptance of the Work.
 - 2.8 Coordinate all Work with project Manager that may result in high levels of noise and vibration, odors, or other disruption to Owner. Notify Owner not less than 5 working days in advance of proposed disruptive activities.
 - 2.9 Smoking is not permitted within the Morningside Campus or within 50 feet of entrances, operable windows, or outdoor air intakes.
 - 2.10 Use of tobacco or other controlled substances within the existing building is not permitted.
 - 2.11 Contractor shall provide a schedule of required shop drawings/samples/cut sheets for approval within 7 working days from project kickoff. All submittals are to be submitted through Unifier (CUF Project Management system). See specific trade notes and specifications for list of required submittals.
 - 2.12 The contractor shall verify all existing conditions and dimensions in the field, whether or not specifically noted, and shall report any discrepancies between drawings and field conditions to the Project Manager and Architect prior to starting work.
 - 2.13 Do not scale drawings.
 - 2.14 Repetitive features may be drawn only once and shall be provided as if drawn in full.
 - 2.15 Minor details not usually shown or specified, but necessary for proper construction of any part of the work shall be included as if they were indicated in the drawings.
 - 2.16 Contractor shall coordinate all trades, including Trade Work provided directly by CUF.
 - 2.17 Plumbing and electrical work shall be performed by persons licensed in their trades who shall arrange for and obtain inspections and required sign-offs.
 - 2.18 Contractor shall keep temporary and permanent structural loading within intended limits.
 - 2.19 Contractor shall be responsible for all cutting, fitting, or patching that may be required to complete the Work or to make its several parts fit together properly, and fit to receive or be received by work of others Contractors shown upon or reasonably implied by the drawings and notes.

- 2.20 Patch all floor cores with concrete where existing pipes are being removed. Patch and level per flooring manufacturers' recommendations. Patch and repair finishes where existing pipe and duct hangers and other appurtenances have been removed.
- 2.21 Seal all openings uncovered during demolition – relocation of duct shafts or pipe chases, or removal of partitions or fixtures.
- 2.22 All areas affected by demolition of existing construction are to be patched to match new construction, and/or provide substrate to support new finish. Coordinate with new finishes to be applied at areas affected by demolition work.
- 2.23 Contractor shall lay out his own work and shall provide all dimensions required for other trades. The layout of partitions and openings shall be verified by the Architect prior to securing floor channels. Any work performed without Architect's approval does not relieve the contractor's responsibility for conforming with the Contract Documents.
- 2.24 All new construction shall match up with adjacent surfaces. Patch all cracks, holes and other imperfections to provide continuous smooth surface for joining new work.
- 2.25 The integrity of existing fireproofing shall always be restored and maintained.
- 2.26 Existing fire separations shall be maintained at all times, and if found compromised, shall be restored. Firestop all penetrations (new and existing) using acceptable firestop materials, means and methods.
- 2.27 All furred spaces are to be fire stopped 20" O.C. horizontally and 8'-0" vertically per the New York City Building Code.
- 2.28 Where fire division or separations are being removed the contractor shall provide temporary rated construction to match existing rating in order that currently occupied spaces will not be exposed to any increased hazard of fire or smoke spread.
- 2.29 Ducts, pipes and conduits passing through rated construction shall have spaces not exceeding 1/2", be packed with mineral wool and closed off with close-fitting metal escutcheons UON or specified in the drawings or specifications. Provide firestop assembly data showing required rating.
- 2.30 Where pipes, wires, conduits, ducts, etc. pierce fire protection of individually wrapped encased structural members penetration shall not exceed 2% of any face of such projection and shall be closed off with close fitting metal escutcheons or plates, as per New York City Building Code.
- 2.31 All corridors shall be 3'-8" minimum clear in compliance with the 2008 city of New York Building Code.

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- 2.32 All wood to be used as blocking or other concealed purposes shall be fire retardant treated in compliance with the New York building code UON.
- 2.33 Refer to specifications for material not specified on plan.
- 2.34 The contractor is to supply flush finished access doors where required, UON, and is responsible for supplying access doors in the size and quantity as required by the owner or by building codes for all supplemental mechanical equipment, electrical, sprinkler or other such devices installed or located above the ceiling or in the walls. Contractor to receive approval for all access door locations and sizes prior to ordering doors.
- 2.35 Contractor to provide 7 days notice for all building service shutdown requests (electrical, HVAC, water riser, fire protection, steam, etc.) and Hot Work Permit applications. Contractor must submit CU standard shutdown request form. Shutdowns will be scheduled at the convenience of CU daily operations, not necessarily the convenience of the Contractor.
- 2.36 Contractor is not responsible for providing or installing final locksets UON. The Contractor is responsible for obtaining the correct templates from Columbia shops and coordinating cutouts for sets. Columbia locksmiths to provide and install entry locksets and permanent cylinders.
- 2.37 Premises is to be turned over to the Owner at completion of work perfectly clean, including windows, all tile floors cleaned and waxed, bases wiped clean, carpets vacuumed, etc.

END OF SECTION

Revision Approval:	Revision #: __
_____ Joe Mannino	_____ Date
_____ Frank Martino	_____ Date